

## DOCUMENT MGT

- Store, organize, and locate documents
- Ensure the consistency of documents
- Manage metadata, keywords, tags, and information for documents
- Protect documents from unauthorized access or use
- Ensure consistent business processes (workflows) for how documents are handled
- Don't Print – Share and Collaborate
- Create Libraries to keep documents organized
- 100% web-based using your browser for ease of use
- Dramatically reduce costs in paper, printer ink, storage
- Increase the life of your printer
- Store/Archive documents for fast, easy retrieval & instant electronic sharing
- Ensure compliance with regulatory, legal, financial, and quality requirements
- Increase productivity, organization, process

# simplifying IT



# &... hosted email

## Standard email vs. Hosted

POP3 (Standard)	Google Apps for Business (Hosted)
Relatively straightforward and simple to setup	Software driven install that is simple to complete (something I do for you – email migration)
Email is pulled down from the service provider and is stored on your computer (unless instructed to store a copy on the server). If your computer is not doing backup, and crashes, email is destroyed.	Keeps a copy of all email on Google Server (and can be accessed via web). In the event of a computer crash, email is safe-guarded because it resides on a secure, safe, remote server which is backed up from the provider.
Does not sync (meaning, someone sends you an email and you read it on your mobile device and then delete it, it's still on the remote server. When you return to the office and open Outlook, that email will be downloaded) (this can change though, depending on how POP is setup to save a copy of the email or not)	Does Sync (email, calendar, contacts, notes) (meaning you can view an email on your mobile device and if you delete it, it will delete off the server - when you return to the office and open Outlook, that email is not show, since it was deleted previously using your mobile device). Allows mailboxes to be completely sync'd, so that changes made on one device are reflected on the other; no more worries about "where" a message lives
Typically no storage limit since email is stored on your computer (but provider does impose storage limit on their servers, which is typically between 500mb and 2GB)	25GB of email storage per mailbox
Supported on all email client software and some mobile phones	Supported on all email client software and mobile phones

## INFORMATION TECHNOLOGY SOLUTIONS THAT WORK FOR YOUR BUSINESS

Email	Calendar	Documents	Sites
25GB of email storage per mailbox	Integrates and syncs with Outlook, mobile phone, and web	Web based documents, spreadsheets, drawings, and presentations that let users edit the same file @ the same time and collaborate	Setup, host, maintain website (internal or external) in an intuitive and easy to use environment for beginners or advanced web designers
Works with Outlook, Apple Mail, or any email client you use	Sharing abilities with internal and external users/people	Secure storage and login	
Sync with Blackberry, iPhone, Droid phones	Access via Outlook, phone, or web		
Encrypted email security			